

San Francisco Bay Conservation and Development Commission

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August 25, 2017

TO: Commissioners and Alternates
FROM: Lawrence J. Goldzband, Executive Director (415/352-3653; larry.goldzband@bcdc.ca.gov)
SUBJECT: **Staff Report and Recommendation to Approve a Contract for Strategic Plan Update**
(For Commission consideration on September 7, 2017)

Summary and Recommendations

The staff recommends that the Commission authorize the Executive Director to enter into a contract with Kearns & West for an amount not to exceed \$20,000 during a six-month period to create, with staff, a Work Plan based on the Commission's recently approved Strategic Plan Update. The staff further recommends that the Commission authorize the Executive Director to amend the contract as necessary by revising the amount upward by no more than \$2,000 and/or by extending the duration of the agreement by no more than two months, so long as the amendment does not involve substantial changes in the services provided.

Staff Report

On June 1, 2017, the Commission adopted its current Strategic Plan Update after several months of discussions and public workshops. The Commission and staff are poised to create and implement a Work Plan based upon that Update that includes tasks and timelines, identifies responsible parties, and includes a Commission-approved monitoring and reporting protocol to ensure that the Commission's Goals and Objectives are met to the extent possible.

In July, the staff issued a Request for Proposals to seek bidders for the contract. Five organizations submitted proposals. Three members of senior staff graded each of the proposals independently. The firm selected for the contract, in a relatively close evaluation process, is Kearns & West, which provided facilitation services for the Commission as it developed the Strategic Plan Update.

Should the Commission approve this request for authorization, senior staff and the staff's Drafting Team will meet with Kearns & West in September to create a timeline and framework that will be presented to the Commission for discussion and approval.

The staff recommends that the Commission authorize the Executive Director to enter into a contract with Kearns & West for an amount not to exceed \$20,000 during a six-month period to create, with staff, a Work Plan based on the Commission's recently approved Strategic Plan Update. The staff further recommends that the Commission authorize the Executive Director to amend the contract as necessary by revising the amount upward by no more than \$2,000 and/or by extending the duration of the agreement by no more than two months, so long as the amendment does not involve substantial changes in the services provided.